

AS DIRECTOR
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X approved

DD/A 81-1300/2

28 OCT 1981

MEMORANDUM FOR: Director of Data Processing
Director of Finance
Director of Information Services
Director of Logistics
Acting Director of Medical Services
Director of Security
Director of Training & Education

FROM: William N. Hart
Associate Deputy Director for Administration

SUBJECT: New Communications Support Requirements for
FY 1984-FY 1988

1. The attached memorandum from the Office of Communications requests that you identify and prioritize your communications support requirements for the period FY 1984 through FY 1988. As in the past, each requesting office will be responsible for programming new requirements. For these initiatives, please provide the information which is requested on the attached form. Since each office will budget for its own requirements, we ask that you provide an office priority. With OC concurrence, a directorate priority ranking will not be provided.

2. Since OC is expected to program for those items which were initiated in your 83 program but which have continued out-year resource requirements, it will also be necessary that you forward information included in your 1983 OMB budget submission on approved new 1983 communications support requirements as well.

3. OC needs the 1984 new requirements by 1 November 1981, and the out-year projections from the 1983 OMB submission at the same time.

4. Please forward the new requirements for 1984 to Management Staff by 29 October 1981. Please forward the 1983 out-year projections directly to the System Requirements Manager in OC by 1 November 1981.

OS 1 1273

5. If you have any questions regarding this request, please call
STAT Management Staff on extension



William N. Hart

Attachments:
As Stated

DD/A Registry

OC-MSI-480

81-1300/1

19 JUN 1981

MEMORANDUM FOR: Chief, Management Staff, DA

STAT FROM:
Director of CommunicationsSUBJECT: Submission of New Communications Support
Requirements for FY 1984 through FY 1988

1. It is requested that FY 1984 through FY 1988 communications support requirements for Directorate of Administration (DA) offices be forwarded to the Office of Communications (OC) by 1 November 1981. It is further requested that the requirements be listed in Directorate priority order.

2. We do not anticipate any changes to the Program Call instructions from the previous two years; new communications initiatives will be programmed by the requesting component and OC will program for the appropriate support in subsequent years. While it is recognized and accepted that totally new initiatives will surface with annual submissions, it is hoped that Directorate requirements, for the most part, will be closely related to those that have been submitted in the past and that have been included in the OC Recapitalization Program, General Implementation Plan for FY 82-89.

3. In addition to the above, it will be necessary for OC to have information relative to communications requirements included in the DA offices' FY 1983 budget submission in order that out-year support costs may be included in OC FY 1984-88 programs. This information should be submitted with your 1 November 1981 requirements submission or, if that is not possible, forwarded to OC as soon as possible after the Office of Management and Budget approvals are received.

4. OC representatives are prepared to assist members of your staff or the DA offices with definition and statement of requirements as necessary. The focal point for discussion of new support requirements is the Systems Integration Staff, Engineering Division (OC-ED/SIS).

STAT is designated the Systems Requirements Manager within SIS and is the primary point of contact for Directorate and Office communications requirements coordinators. Should additional information concerning this memorandum be required, please have

STAT members of your staff contact

STAT